

# **Pre-Response Meeting**

## **Walnut Creek Trail – IH35 to Southern Walnut Creek**

**CLMP319**



**June 21, 2021  
11:00 AM**



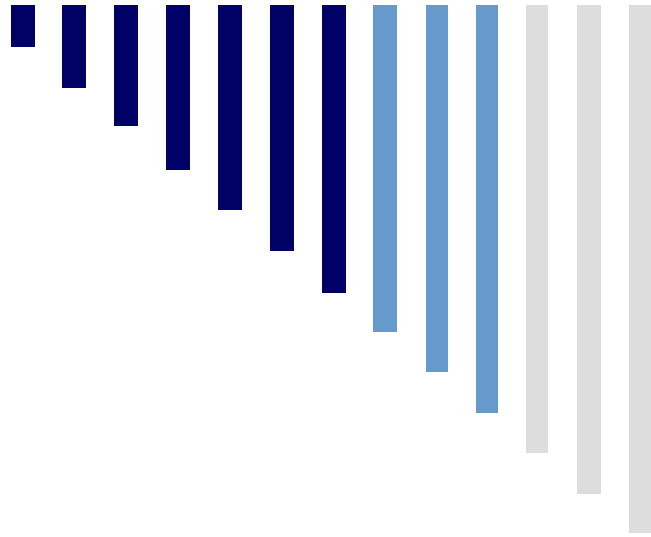
# Agenda

<b>Welcome / Introductions</b>	<b>All</b>
<b>MBE/WBE Procurement Program</b>	<b>Keisha Hardwick</b> 512.974.7738 Business Development Counselor II, SMBR <a href="mailto:Keisha.hardwick@austintexas.gov">Keisha.hardwick@austintexas.gov</a>
<b>Consultant Performance Evaluation (CPE)</b>	<b>Megan Bowles</b> 512.974.7233 Procurement Specialist IV, Capital Contracting Office <a href="mailto:Megan.bowles@austintexas.gov">Megan.bowles@austintexas.gov</a>
<b>Overview</b>	<b>Megan Bowles</b> 512.974.7233 Procurement Specialist IV, Capital Contracting Office <a href="mailto:Megan.bowles@austintexas.gov">Megan.bowles@austintexas.gov</a>
<b>Scope of Services</b>	<b>Matt Harold</b> 512.974.2964 Project Manager, Capital Delivery, Public Works <a href="mailto:Matt.Harold@austintexas.gov">Matt.Harold@austintexas.gov</a>
<b>RFQ Process</b>	<b>Megan Bowles</b> 512.974.7233 Procurement Specialist IV, Capital Contracting Office email
<b>Reminders/Questions</b>	<b>All</b>



# Overview

- No Contact/Anti-Lobbying Ordinance is currently in effect until contract is executed **or** 60 days after Council approval, whichever occurs first
- Notify only Authorized Contact Persons for all questions outside of this meeting
- Deadline for Questions is Monday, **July 5, 2021, prior to 3:00 PM CDT**
- All responses are due **prior** to 3:00 PM CDT Day, **July 12, 2021**
- eResponse submissions must be received **prior** to 3:00 PM CDT
- In Person Submittals will be received at 505 Barton Springs Road, Suite 365 between 10:00 AM and 3:00 PM CDT. If firms choose to use a courier service, same requirements apply.
- Your firm's legal name must match the information the City has in our Vendor Connection system.
- Anticipated Council Recommendation is **9/30/2021**
- Anticipated Contract Execution is **December 2021**



# MBE/WBE Program Participation Requirements

**Keisha Hardwick**



# Small & Minority Business Resources Department

SMBR REP

# Section 1: MBE/WBE Goals

- ▶ Goals have been assigned to this solicitation
  - ▶ African American 1.90%
  - ▶ Hispanic 9.00%
  - ▶ Combined Asian/Native American 4.90%
  - ▶ WBE 15.80%
- ▶ Section 1 of the compliance plan is autogenerated with the information specific to this solicitation

## MBE/WBE COMPLIANCE PLAN

*All applicable sections must be completed and submitted by the due date and time as indicated in the solicitation documents.*

The Bidder/Respondent by submitting and signing this solicitation's 0300 form, understand and agree that the MBE/WBE Compliance Plan submitted as a part of the bid/proposal shall become a part of the contract with the City of Austin. The Bidder/Respondent further understand that the City of Austin's Minority-owned and Women-owned Business Enterprise Procurement Program Ordinance) and the Small and Minority Business Resources Department (SMBR) Rules shall apply.

Section I — Project Identification and Goals	
Project Name	Walnut Creek Trail – IH35 to Southern Walnut Creek Trail
Solicitation Number	RFQS 6100 CLMP319

Project Goals or Subgoals	
Combined MBE/WBE	%
MBE	%
African American	1.90 %
Hispanic	9.00 %
Asian/Native American	4.90 %
WBE	15.80 %

# Section 2: Bidder Company Information

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- ▶ All company information should match the information on Vendor Profile
  - ▶ Company Name, Address and Vendor Code
  - ▶ Contact person is who we can speak to in regards to compliance plan
- ▶ Indicate how Prime's participation is to be counted towards the goals.

Section II — Proposer Company Information	
Company Name	
Address	
City, State Zip	
Phone	
Fax	E-Mail
Name of Contact Person	
Is your company registered on Vendor Connection?	Yes <input type="checkbox"/> If yes, provide Vendor Code _____ No <input type="checkbox"/> All vendors; Subconsultants and consultants must register with COA's Vendor Connect prior to award. See Link for registration information at <a href="http://www.austintexas.gov/vendor_registration">www.austintexas.gov/vendor_registration</a>
Is your company COA M/WBE certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please indicate type below) 1. MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> Joint Venture <input type="checkbox"/> 2. AA <input type="checkbox"/> H <input type="checkbox"/> A/NA <input type="checkbox"/> WBE <input type="checkbox"/>
City of Austin SMBR Use Only	
I have reviewed this Compliance Plan and found that the Bidder <b>HAS</b> <input type="checkbox"/> <b>HAS NOT</b> <input type="checkbox"/> complied as per the City Code Chapter 2-9B through GFE.	
Reviewing Counselor _____	Date _____
I have reviewed this Compliance Plan and have found the Bidder <b>COMPLIANT</b> <input type="checkbox"/> <b>NON-COMPLIANT</b> <input type="checkbox"/>	
Director / Assistant Director _____	Date _____

# Section 3: Compliance Plan Summary

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- ▶ This section is a summary of Subcontractor participation in this Bid. Therefore, if there are any inconsistencies between Sections 4-7 and section 3, the calculations contained in Sections 4-7 will prevail.

- ▶ Percentages should total 100%

- ▶ If the Bidder indicates that they did not meet the goals with certified MBE/WBE firms, then the Bidder shall submit documentation detailing their Good Faith Efforts (GFE) to meet the goals.

## Appendix A

### Section III — MBE/WBE Compliance Plan Summary

#### Directions:

- For each Subconsultant listed in Sections IV, V, VI or VII, fill in all blanks (if applicable).
- For project participation numbers use an EXACT number.
- Goal percentages should be based on the Base Bid amount only. Allowances are not included.
- Alternates are not recorded on this MBE/WBE Compliance Plan.
- If bidder is a certified M/WBE, include participation details in the Bidder box ONLY.
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.

### PROPOSED PARTICIPATION GOALS

Use this section to calculate participation.

Include all details including the total percentage for each category where applicable.

MBE/WBE Project Goal		Bidder Participation Goal
African American	%	%
Hispanic	%	%
Asian/Native American	%	%
WBE	%	%
MBE	%	%
MBE/WBE Combined	%	%
Non-Certified		%
<b>Total Subconsultant Percentage Amount</b>		%
Bidder's Own Participation (less any subcontracted amount) Are you counting your own participation toward the goals? (if yes, indicate below) <input type="checkbox"/> AA <input type="checkbox"/> HIS <input type="checkbox"/> A/NA <input type="checkbox"/> WBE <input type="checkbox"/> MBE		%



# Section 4: Disclosure of Certified Subs

- ▶ All company information should match the information on Vendor Profile
  - ▶ Company Name, Address and Vendor Code
  - ▶ Contact person is who we can speak to in regards to compliance plan
  - ▶ Only indicate the codes you intend to use them for, not all of the ones listed on their vendor profile.
- ▶ Note: Dually certified firms may only count towards either the MBE goal OR the WBE goal, not both.

## Appendix A

### Section IV — Disclosure of MBE and WBE Firms

(Duplicate as Needed)

#### Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- Fill in names of MBE/WBE certified Firms as registered with City of Austin’s Austin Finance Online
- Select either MBE or WBE for dually certified firms to indicate which certification will count towards the MBE or WBE goal.
- Contact SMBR to request an availability list of certified Firms for additional scopes of work that were not included on the original availability list.

Name of MBE/WBE Certified Firm	
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Subcontract Percentage	%

# Section 5: Disclosure of Non-Certified Subs

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- ▶ All company information should match the information on Vendor Profile
  - ▶ Company Name, Address and Vendor Code
  - ▶ Contact person is who we can speak to in regards to compliance plan
  - ▶ Only indicate the codes you intend to use them for, not all of the ones listed on their vendor profile.
- ▶ Are Goals Met? Mark Yes or No
- ▶ Indicate the reason a certified firm was not used

Appendix A

Section V — Disclosure of Non-Certified Firms (Duplicate as Needed)	
<b>Note:</b> <ul style="list-style-type: none"><li>• Fill in all the blanks (use "none" or "N/A" where appropriate).</li><li>• Fill in names of Non-Certified Subconsultants as registered with the City of Austin.</li></ul>	
Are Goals Met?    Yes <input type="checkbox"/> No <input type="checkbox"/> If no, state reason(s) below and attach documentation:	
<b>Name of Non-Certified Firm</b>	
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Reason Certified Firm not used	
Subcontract Percentage	%

# Section 6: Disclosure of 2<sup>nd</sup> Tier Subs

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- ▶ All company information should match the information on Vendor Profile
  - ▶ Company Name, Address and Vendor Code
  - ▶ Contact person is who we can speak to in regards to compliance plan
  - ▶ Only indicate the codes you intend to use them for, not all of the ones listed on their vendor profile.
- ▶ Note: Dually certified firms may only count towards either the MBE goal OR the WBE goal, not both.

Appendix A

Section VI — Disclosure of Second-Level Firms (Duplicate as Needed)	
<b>Note:</b> <ul style="list-style-type: none"><li>• Fill in all the blanks (use "none" or "N/A" where appropriate).</li><li>• Fill in names of Second-Level Subconsultants as registered with the City of Austin.</li></ul>	
<b>Name of Second-Level Firm</b>	
City of Austin Certified (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
First-Level Subconsultant	
Subcontract Percentage	%
Name of Second-Level Firm	

# Section 7: Good Faith Efforts Check List

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- ▶ Is each stated project goal of the solicitation met?
  - ▶ If “Yes”, GFE requirements are satisfied
  - ▶ If “No”, perform GFE as indicated in the Section 7 Checklist.

Appendix A

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**Section VII — MBE/WBE Compliance Plan Check List**

Is each stated project goal of the solicitation met?  
Yes ☐ No ☐  
*(If no, complete and submit Section VII Compliance Plan Check List)*

If the goals or subgoals were not achieved, all questions in Section VII **must** be completed and **Good Faith Efforts** documentation must be submitted with the **MBE/WBE Compliance Plan**. The completion and submission of this form is not required if the above question is answered Yes.

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Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?		
• Copy of written solicitation sent to MBE/WBEs in SLBP area 7 days prior to the submission of this Compliance Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals   emails   phone log   letters	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of advertisements placed in local publication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of notices sent to Minority and Women organizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Documentation that demonstrates additional GFEs: <ul style="list-style-type: none"><li>○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or consultant</li><li>○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services</li><li>○ Efforts made to reach agreements with the MBE/WBEs who responded to Proposer's written notice</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals? Yes ☐ No ☐  
If yes, please explain: \_\_\_\_\_

Was SMBR contacted for assistance? Yes ☐ No ☐  
If yes, complete following:  
Contact Person: \_\_\_\_\_  
Date of Contact: \_\_\_\_\_  
Summary of Request: \_\_\_\_\_

Were Minority or Women organizations contacted for additional assistance? Yes ☐ No ☐  
If yes, complete following:  
Organization(s): \_\_\_\_\_  
Date of Contact: \_\_\_\_\_  
Summary of Request: \_\_\_\_\_



# Section 7: Good Faith Efforts Check List

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- ▶ Please complete the MBE/WBE Compliance Plan Check Sheet with the information requested.
- ▶ All questions in Section VIII must be completed and submitted with the Compliance Plan if goals or subgoals are not met.
  - ▶ Solicitations must be sent to MBE/WBEs within the SLBP within seven (7) business days prior to bid due date.
  - ▶ Local advertisement examples include but is not limited to local newspaper, local trade association publication, or via electronic/social media.
  - ▶ Be sure to reach out and contact our local minority trade associations (Asian Contractor Assoc., Austin Area Black Contractors Assoc., & US Hispanic Contractors Assoc. de Austin)

Appendix A

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**Section VII — MBE/WBE Compliance Plan Check List**

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Is each stated project goal of the solicitation met?  
Yes ☐ No ☐

*(If no, complete and submit Section VII Compliance Plan Check List)*

If the goals or subgoals were not achieved, all questions in Section VII **must** be completed and **Good Faith Efforts** documentation must be submitted with the MBE/WBE **Compliance Plan**. The completion and submission of this form is not required if the above question is answered *Yes*.

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Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?		
• Copy of written solicitation sent to MBE/WBEs in SLBP area 7 days prior to the submission of this Compliance Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals emails phone log letters	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of advertisements placed in local publication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of notices sent to Minority and Women organizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Documentation that demonstrates additional GFEs: <ul style="list-style-type: none"><li>○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or consultant</li><li>○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services</li><li>○ Efforts made to reach agreements with the MBE/WBEs who responded to Proposer's written notice</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals? Yes ☐ No ☐

If yes, please explain: \_\_\_\_\_

Was SMBR contacted for assistance? Yes ☐ No ☐

If yes, complete following:

Contact Person: \_\_\_\_\_

Date of Contact: \_\_\_\_\_

Summary of Request: \_\_\_\_\_

Were Minority or Women organizations contacted for additional assistance? Yes ☐ No ☐

If yes, complete following:

Organization(s): \_\_\_\_\_

Date of Contact: \_\_\_\_\_

Summary of Request: \_\_\_\_\_

# Reminders/Tips

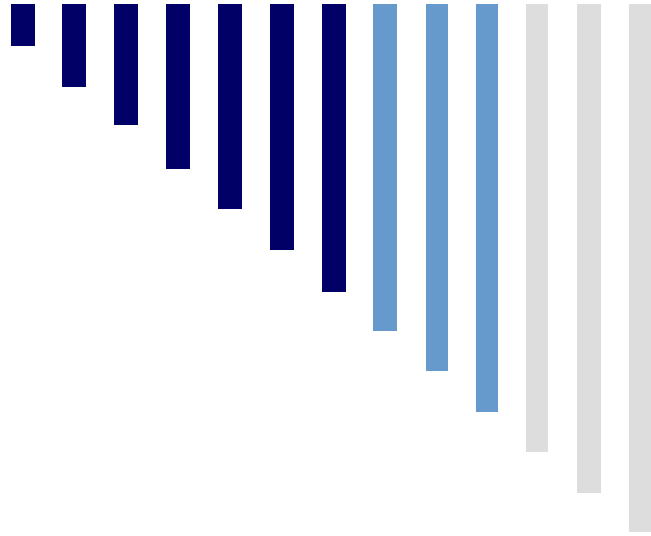
- ▶ Review solicitation documents for project goals
- ▶ Verify MBE/WBE certifications
- ▶ Use the availability list and contact SMBR if additional scopes of work are identified
- ▶ Attach good faith effort documentation if goals are not met

# Questions?

SMBR Rep – Keisha Hardwick  
Title – Business Development Counselor  
email – [Keisha.Hardwick@austintexas.gov](mailto:Keisha.Hardwick@austintexas.gov)  
Phone – 512-974-7738

Main SMBR Contact Information  
[SMBRComplianceDocuments@austintexas.gov](mailto:SMBRComplianceDocuments@austintexas.gov)





# **Consultant Performance Evaluation (CPE)**

**Megan Bowles**

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# Contractor Performance Evaluation Program Overview

- **The City's Consultant/Contractor Performance Evaluation (CPE) Program is a uniform method to evaluate, report, and track the evaluation of services provided by Consultants and Contractors.**
- **Through Program administration, the City gathers and maintains vendor performance evaluations for establishment of historical record for use in future contract award decisions. Scores received are averaged over a rolling five-year period.**



# Consultant CPE Evaluation Criteria

(9 criteria evaluated on 3pt. rating scale)

- **Schedule/Timeliness of Performance**
- **Budget/Cost Control**
- **Invoicing and Payments**
- **MBE/WBE/DBE Procurement Programs**
- **Regulatory Compliance and Permitting**
- **Adequacy and Availability of Workforce**
- **Project and Contract Management**
- **Communications, Cooperation, and Business Relations**
- **Quality (this rating is weighted more heavily)**



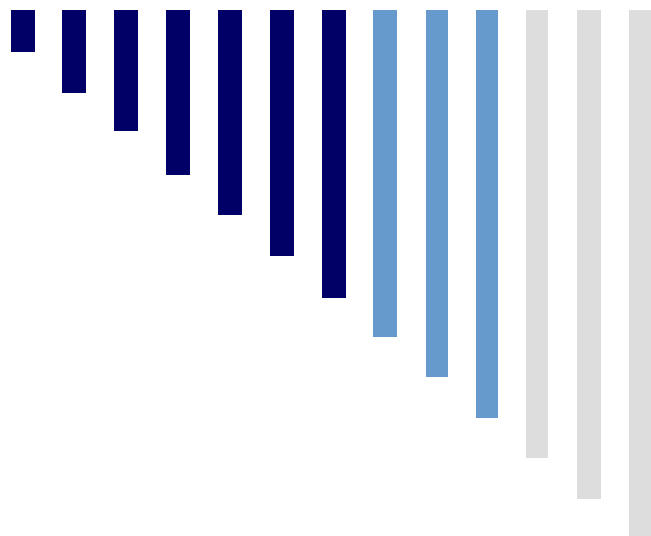
## Additional CPE Information

- **Expect evaluation for work performed for design services and for services performed during construction phase.**
- **Keep in communication with City Project Manager on performance**
  - **CPE Progress Form – to track performance for project duration**
- **If you question CPE score you receive, immediately contact the CPE Administrator**
  - **Specific timelines to meet for Rebuttal and Appeal processes**



# CPE Program Contact

- For additional information or questions on the CPE Program, please contact Sonya Powell at 512-974-6502 or [sonya.powell@austintexas.gov](mailto:sonya.powell@austintexas.gov)
- CPE program website: <https://austintexas.gov/departments/cpe-program>



# Scope of Services

**Matt Harold**



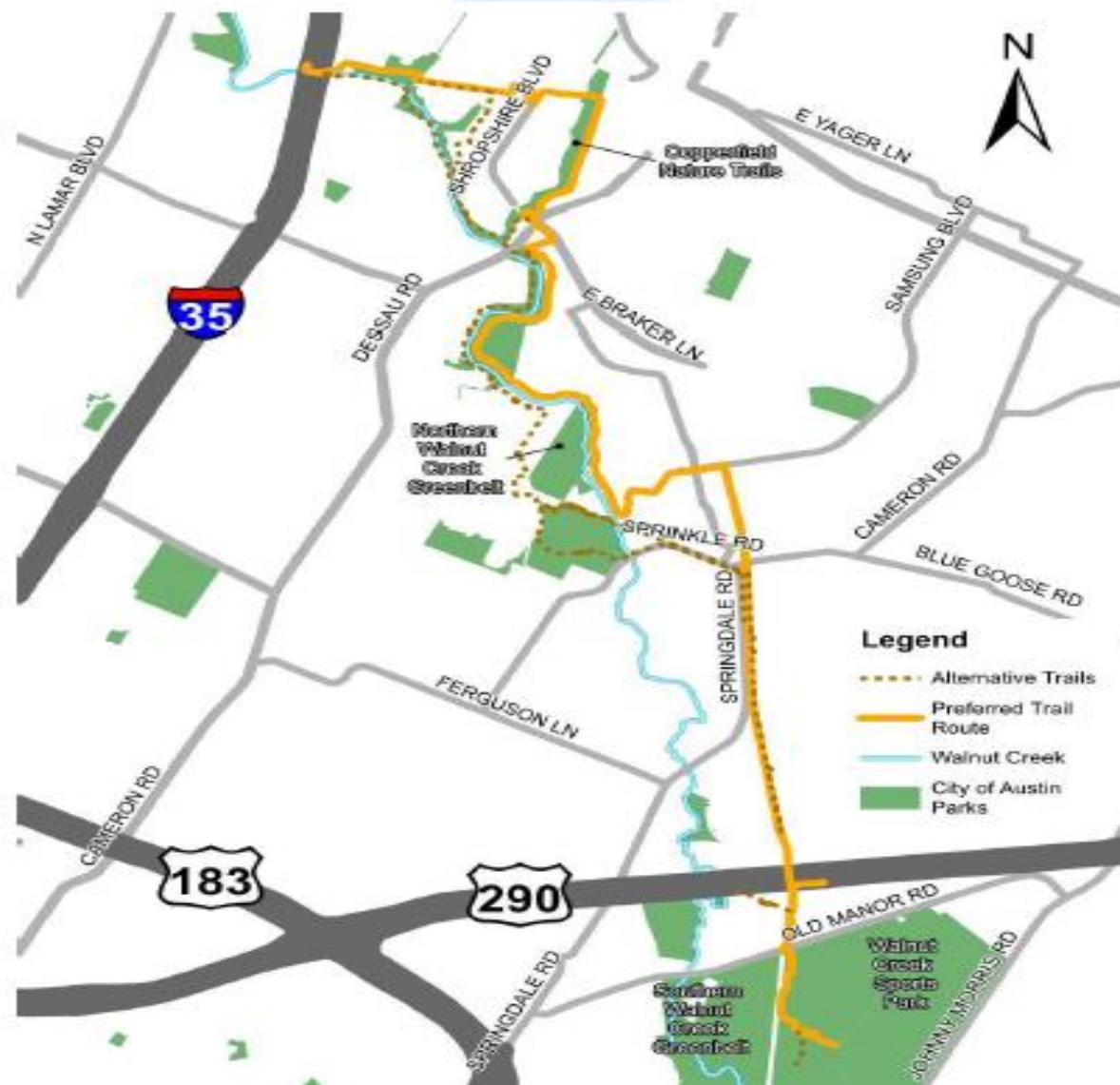
# Scope of Services

## **OBJECTIVES OF THE PROJECT:**

The purpose of this project is to provide engineering services for the eight (8) mile Urban Trail connecting the end of Northern Walnut Creek trail (at IH-35) to Southern Walnut Creek Trail.

## **BACKGROUND:**

Northern Walnut Creek Trail Phase 3 will begin at the existing Southern Walnut Creek Trail at Northeast District Park, west of Johnny Morris Road, and extend north along the abandoned Missouri-Kansas (MoKan) rail corridor to Sprinkle Road/Cameron Road. It will then continue west along Sprinkle Road to Walnut Creek where it will follow the creek until it reaches the end of the Northern Walnut Creek Phase 2 project at IH-35. The total proposed trail length for Phase 3 is approximately eight (8) miles.





## ➤ Required/Anticipated Services

**Phase I:** Project Feasibility and Alignment Assessment Report

**Phase II:** Design Services

**Phase III:** Bidding Services

**Phase IV:** Construction Management Services

**Phase V:** Post-Construction Phase Services



- 
- **Major Scopes of Work**
  - **Other Scopes of Work**

### **Major Scopes of Work**

Active Transportation Civil Engineering – Trail Design  
Site Assessment & Field Observation  
Environmental Engineering

### **Other Scopes of Work**

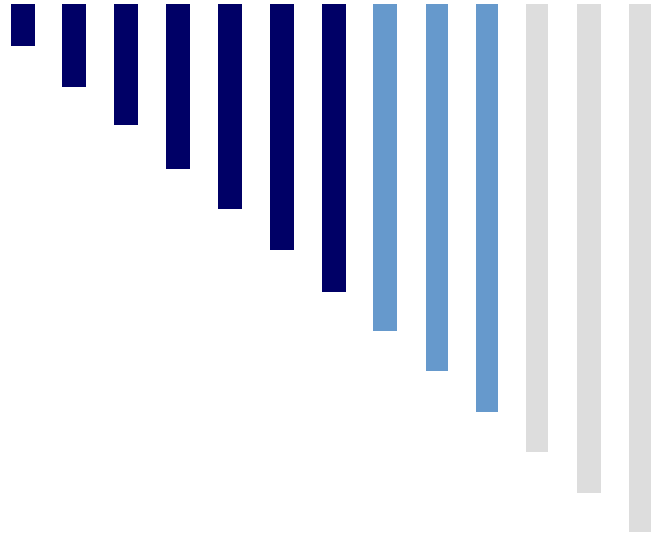
Hydraulic Engineering  
Geotechnical  
Surveying Services  
Compliance Consulting (ADA Compliance)  
Cost Estimating  
Community Engagement



## ➤ Overall Schedule

It is anticipated that the City will select a firm for a period of approximately six (6) years or until the contracting authority is exhausted. Project-specific schedule will be agreed upon at the time professional services are defined.

**To facilitate the completion of the entire eight (8) miles of trail within the limited construction timeframe, the Consultant should propose a staggered delivery schedule for Phases II, III, and IV. Consultant will be responsible for developing a schedule that meets the projects timeline and progresses sections to construction within two years of Phase I start.**

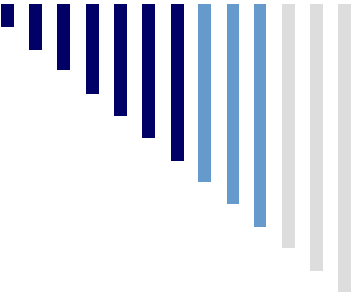


**RFQ Process**

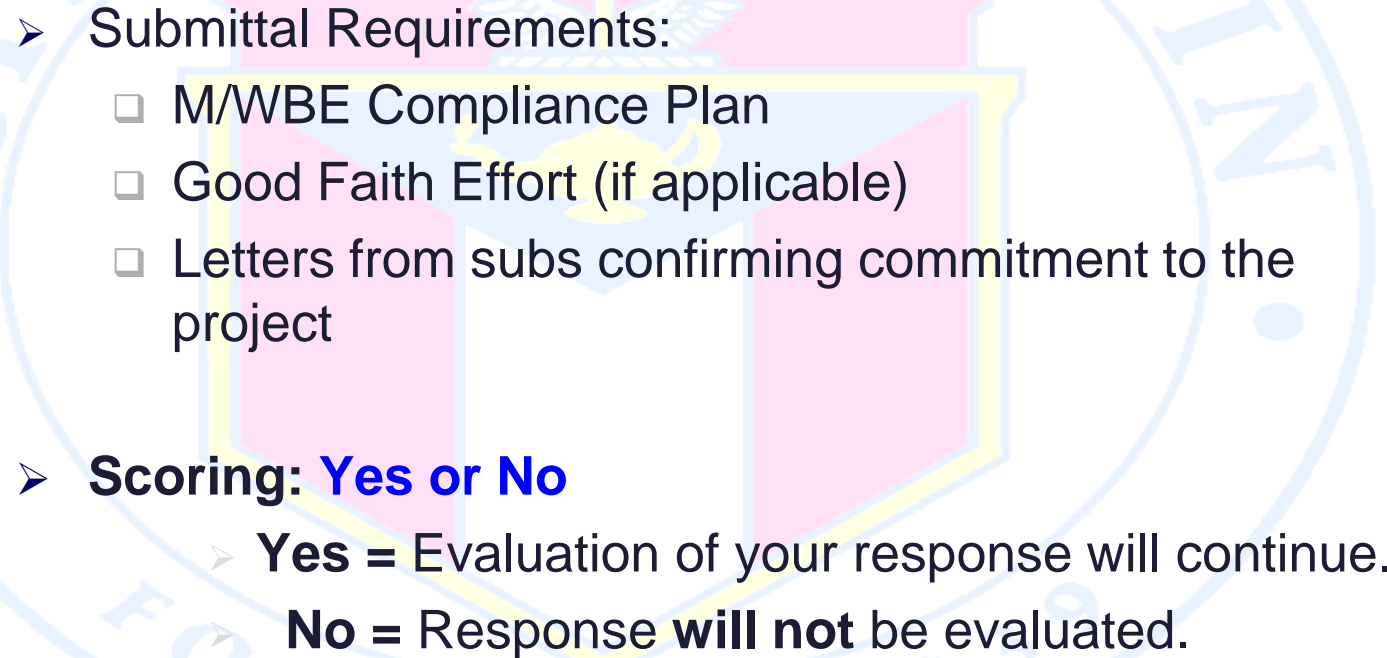
**Megan Bowles**

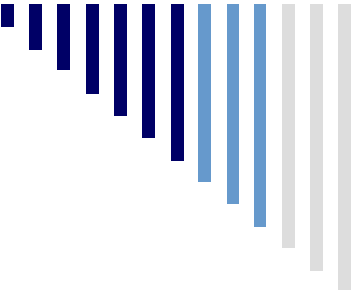
# Point Allocation Table

Consideration Item	Title	Maximum Point Value
1	MBE/WBE PROCUREMENT PROGRAM	N/A
2	TURNT IN ALL REQUIRED DOCUMENTS	N/A
3a	TEAM'S STRUCTURE	10
3b	TEAM'S PROJECT APPROACH	20
4	EXPERIENCE OF KEY PERSONNEL	20
5	PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE	15
6	MAJOR SCOPES OF WORK – COMPARABLE PROJECT EXPERIENCE	15
7	TEAM'S EXPERIENCE WITH AUSTIN ISSUES	10
8	CITY OF AUSTIN'S EXPERIENCE WITH PRIME FIRM	10
9	INTERVIEWS (OPTIONAL)	15
	TOTAL (including interviews)	115



# Consideration Item 1 – M/WBE Procurement Program

- 
- Submittal Requirements:
    - ☐ M/WBE Compliance Plan
    - ☐ Good Faith Effort (if applicable)
    - ☐ Letters from subs confirming commitment to the project
  - **Scoring: Yes or No**
    - **Yes** = Evaluation of your response will continue.
    - **No** = Response **will not** be evaluated.



## Consideration Item 2 – Turned in All Required Documents

- Respondent turned in the requested documents as required by this Consideration item and the forms and submittal requirements for all other consideration items.
- Respondent must attach the following to Consideration Item 2:
  - ❑ **Form 1 – Prime Firm's General Information**
- Note: Other forms and submittal documents required in the remaining consideration items should be attached to that respective consideration item.
- **Scoring: Yes or No**
  - Yes = Evaluation of the response will continue.
  - No = Response will not be evaluated.



## Consideration Item 3a – Team's Structure

- The City is interested in:
  - The team's organizational structure
  - Project leadership
  - How the prime firm will interface with the City PM
  - How subconsultants, if applicable, will work within the team structure
  - Roles of the key individuals
  - The team's experience with sustainable design
    - ❑ **Provide a one-page organizational chart**
    - ❑ **Provide a brief narrative (not to exceed 3 pages)**
    - ❑ **Provide a Resource Plan (not to exceed 3 pages)**

**Scoring: 10 Points Maximum**



## Consideration Item 3b – Team's Project Approach

- The City is interested in:
  - The team's overall understanding of the project scope and approach in addressing issues
  - Methods to successfully complete the work
  - Understanding of the techniques and sequencing required
  - How the prime firm will interface with the City's Project Manager
  - Major subconsultants' placement in the overall approach to the project
- ❑ **Provide a narrative (not to exceed 7 pages)**

**Scoring: 20 Points Maximum**





## Consideration Item 4 – Key Personnel

- **Project Manager (12 points), Project Professional (8 points).**
  - The City is interested in history and success with projects of similar programs, budgets, and/or clients as the project described in the solicitation.
  - Only one individual per job responsibility should be designated.
  - Key Personnel must be employed by the prime firm.
  - The Project Manager and Project Professional may be the same individual.
  - The Project Professional must be licensed as a professional engineer in the State of Texas at the time of submittal.



## Consideration Item 4 – Key Personnel continued

- The prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable field, other professionals and technicians) to competently and efficiently perform the work.
- The prime firm and subconsultants must commit that staff proposed in this submittal will be available for the proposed work.
- The City may desire to visit the team's business addresses on a regular basis to follow progress of the work.



## Consideration Item 4 – Submittal Requirements

**List 3 Projects completed in the past 10 years for each individual:**

- ☐ **Complete Form 5** – Experience of Project Manager (no more than 1 page per project);
- ☐ **Complete Form 6** – Experience of Project Professional (no more than 1 page per project);
- ☐ Provide a resume of no more than 2 pages for each individual

**Scoring: 20 Points Maximum**



## Consideration Item 5 – Prime Firm's Comparable Project Experience

- The City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. In addition, the City may consider the history of the firm in complying with project programs, schedules, and budgets on previous City projects.



## Consideration Item 5 – Submittal Requirements

**List 3 Projects completed in the past 5 years:**

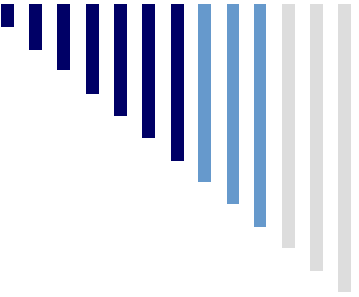
- ☐ Provide a narrative not to exceed one page;
- ☐ Complete Form 8 and provide no more than 1 page per project;

**Scoring: 15 Points Maximum**

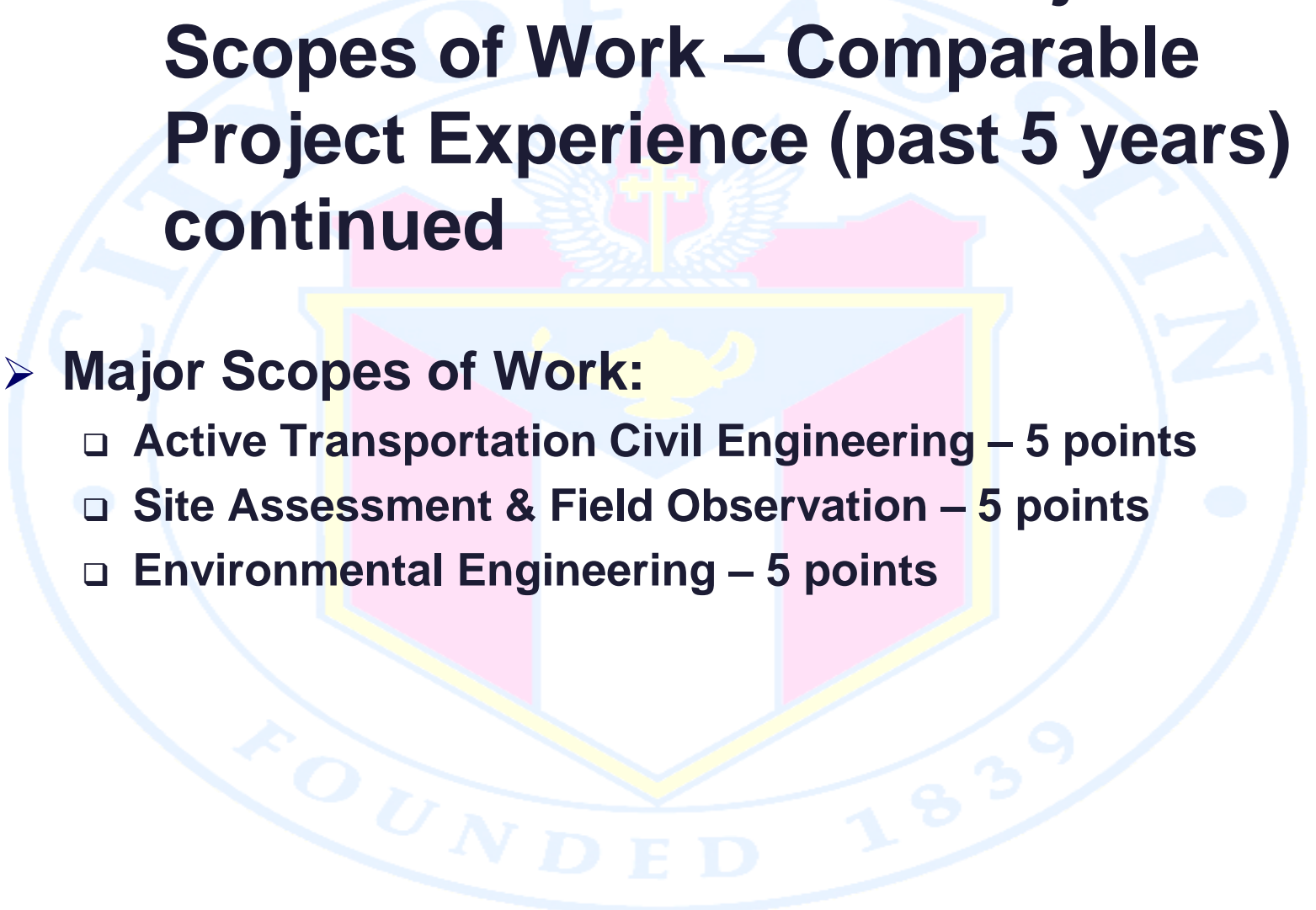


## Consideration Item 6 – Major Scopes of Work – Comparable Project Experience (past 5 years)

- The City is interested in the history and success of the team proposed to perform the scopes of work (subconsultant or prime), with projects of similar programs, budgets, and/or clients as the areas identified;
- Each scope of work can be accomplished through subcontracting other firms or utilizing the prime firm;
- List **3 projects per Major Scope of Work** meeting these criteria which have been completed in **the past 5 years** demonstrating experience with similar projects;
- If more than one firm is listed for a particular Major Scope of Work, the City expects the work will be divided evenly among them;
- If more than one firm is listed for a particular Major Scope of Work, list 3 projects per firm per scope of work.



## **Consideration Item 6 – Major Scopes of Work – Comparable Project Experience (past 5 years) continued**

- 
- **Major Scopes of Work:**
    - ❑ **Active Transportation Civil Engineering – 5 points**
    - ❑ **Site Assessment & Field Observation – 5 points**
    - ❑ **Environmental Engineering – 5 points**



## Consideration Item 6 – Submittal Requirements

**List 3 projects per Major Scope of Work completed in the past 5 years:**

- ❑ **Complete Form 9** for each Major Scope of Work listed in the Scope of Services (for both the prime and subs);
- ❑ One page per scope, per firm; and
- ❑ Ensure all subconsultants listed in Item 6 are included in the M/WBE Compliance Plan.

**Scoring: 15 Points Maximum**





## Consideration Item 7 – Team’s Experience with Austin Issues

- The City is interested in the team’s (including subconsultants) experience with Austin issues, as may be evidenced by work performed in the area in the past 5 years. Specifically,
  - ☐ City of Austin site development and/or building permit requirements.
  - ☐ Austin area construction in the public right-of-way.
  - ☐ Austin area construction costs and practices.
  - ☐ Austin environmental community, conditions, and constraints.
  - ☐ Responsiveness due to proximity of projects to your local office.
- ☐ Provide a narrative of no longer than 4 pages. Subs’ experience should also be incorporated into the narrative.

**Scoring: 10 Points Maximum**



## Consideration Item 8 – City of Austin's Experience with Prime Firm (past 5 years)

- This score is taken from the City's Contractor/Consultant Performance Database.
- City PMs provide evaluation data on past contract performance.
- Scores in the database are a 5-year average for Prime firms.
- Firms without a score in the database will receive the average score of all firms in that discipline.

**Scoring: 10 Points Maximum**



## Consideration Item 9 - Interviews (Optional)

- The point difference between the first and second ranked firm is less than 3 points.
- The number of firms interviewed will depend on the closeness of the scores following evaluation of the written proposals.
- Staff will consider significant gaps in point separation between the top ranked firms in determining the number of firms to be interviewed.
- Only firms that are considered qualified to perform the work, on the basis of their written proposal, will be invited for interviews.
- No more than 5 firms will be interviewed.
- Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.
- The City reserves the right to determine whether an interview will be conducted for every solicitation/project.

**Scoring: 15 Points Maximum**



# Professional Service Agreement (PSA)

- Included as a reference in the RFQ
- Target timeframe for contract execution is **December 2021**.



# Consultant Responsiveness

- See Instructions to Consultants, pages 7 - 8 for items that **will** or **may** deem firms **non-responsive**.



# Key Reminders

- Deadline for questions is Monday, **July 5, 2021, prior to 3:00 PM CDT**
- **Responses Due:** Monday, **July 12, 2021, prior to 3:00 PM CDT**
  - eResponse submissions must be received **prior** to 3:00 PM CDT
  - In Person Submittals will be received at 505 Barton Springs Road, Suite 365 between 10:00 AM and 3:00 PM CDT. If firms choose to use a courier service, same requirements apply.
- Your firm's legal name must match the information the City has in our Vendor Connection system.



# Authorized Contacts

- Questions regarding RFQ submittal:  
Megan Bowles – 512.974.7233  
[megan.bowles@austintexas.gov](mailto:megan.bowles@austintexas.gov)
- Questions regarding Scope of Services:  
Matt Harold – 512.974.2964  
[matt.Harold@austintexas.gov](mailto:matt.Harold@austintexas.gov)
- Questions regarding M/WBE Program:  
Keisha Hardwick – 812.974.7738  
[keisha.hardwick@austintexas.gov](mailto:keisha.hardwick@austintexas.gov)



**QUESTIONS?**